FRS 3.0 User Guide

Chapter 2-A

CONVERT DATA IN FRS 3.0

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1. INTRODUCTION

This chapter contains information about how to convert tenant data from previous versions of FRS to FRS 3.0, advisories on the conversion process, and procedures for completing the conversion.

2. DATA CONVERSION

To use tenant data from a previous FRS version in FRS 3.0, you must convert the data before you enter any new tenant information into FRS 3.0. The data conversion process examines existing FRS data and transfers it into the FRS 3.0 database. FRS 3.0 prompts you to locate the old FRS 2.1 data , Frs_data.mdb, prior to its conversion.

NOTE: You cannot convert data from other software (non-FRS) systems or versions prior to FRS 2.1.

3. THOUGHTS ON DATA CONVERSION

WARNING: If you decide NOT to convert data during installation, FRS 3.0 allows you to convert the data once you are in the application. However, you cannot enter any new information into FRS 3.0 until AFTER you convert data. If you enter new information in FRS 3.0 before you convert data, the data conversion option is no longer available.

NOTE: Backup all of your data before you begin the data conversion process. During the process, not all data may convert. For example, if the FRS 2.1 contained corrupt data, the corrupt data may not convert properly into the FRS 3.0.
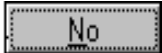
4. PROCEED WITH DATA CONVERSION

Follow these steps to convert older versions of FRS data:

1) From the Data Conversion Request message, click [Yes]. The **Data Conversion Message** appears.

   OR

   To convert data from the Main Menu Screen, click *Tools* and select *Convert Old FRS Data*. The **Data Conversion Message** appears.

NOTE: Click [No] only if your data is not in FRS version 2.1 or if you do not wish to transfer existing tenant data to the new FRS 3.0. If you click [No], you can continue to setup FRS 3.0. Go directly to the Housing Agency Identification profile and see the 'Complete the Housing Agency Profile' guide for instructions on how to complete this section. Otherwise, to continue the data conversion:

2) Click [Yes]. The **Please locate the FRS 2.1 Database Frs_data.mdb** window appears.

3) The default directory for the 2.1 version of FRS is **C:\HUDFRS20\ .** If you used a different directory, go to that directory.

   Select the FRS 2.1 file from the list box.

4) Click [OK]. FRS converts ALL data files in that directory to the new FRS 3.0 format.

* After all data from the specified database is converted, then **Provide (or Confirm) Housing Agency Identification** window appears. You must now complete the Housing Agency Configuration. Please see Chapter 2-B, Complete the Housing Agency Configuration, chapter at: www.hud.gov/pih/systems/mtcs/document.html#frs for this information.